

State of South Carolina

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Workers' Compensation Commission

August 11, 2023

Roland Franklin
Legal Counsel
House Legislative Oversight Committee
P.O. Box 11867
Columbia, SC 29211

RE: Response to the August 4, 2023 Questions from Law Enforcement and Criminal and Civil Justice Subcommittee of House Legislative Oversight Study of the South Carolina Workers' Compensation Commission

Dear Mr. Franklin:

Attached please find responses to the questions for the Commission contained in a letter dated August 4, 2023, from Representative Wooten, Chair of the Law Enforcement and Criminal and Civil Justice Subcommittee of the House Legislative Oversight Committee.

Please contact me if you need additional information.

Sincerely,

A handwritten signature in black ink that reads "Gary M. Cannon".

Gary M. Cannon
Executive Director

Cc: Scott Beck, Chairman

Venue

1. According to testimony provided at the July 19, 2023 Law Enforcement and Criminal and Civil Justice Subcommittee meeting, the Commission currently has 82 facilities across the state that are potentially available to serve as hearing venues. Please provide the subcommittee with the names and locations of those venues.

Response:

Attached is the list of venues the Commission uses for Single Commissioner Hearings in the assigned District.

Executive Director

2. In addition to serving as executive director of the Commission, Director Cannon also serves as the chief financial officer, chief procurement officer, and as ombudsman for the Commission.
 - Why did the Commission decide to vest these roles in one individual?

Response:

In 2009 the Commission had one FTE as Finance Manager and one FTE as Ombudsman. As those positions became vacant the duties and responsibilities were analyzed and it was determined the duties for each position did not constitute a full-time position and the duties could be absorbed into the Executive Director's office, shared by the Executive Director and his Executive Assistant. Further, it was decided in 2020 to contract with the Department of Administration for Shared Services in financial management and procurement. While the agency is still responsible for the management of these areas, Shared Services assists with transactional oversight, the completion of the annual Fiscal Year-End reporting required by the Comptroller General's Office and regulatory and administrative policy advisory services. A copy of the Shared Services Agreement is attached. The number of stakeholder contacts and financial transactions performed in the Executive Director's office is included in the Executive Director's report provided at the Commission's Monthly Business meeting. For FY2023 the Executive Director's Office processed 1,076 invoices and deposits and logged 1,321 contacts for stakeholder services.

As a result of the in-depth analysis of the agency's duties, responsibilities and business processes for the House Legislative Oversight Committee and the resignation of the agency's Human Resources Manager in July of 2023, the Executive Director and the Chairman decided to expand the duties and responsibilities of the Human Resources Manager position to include management of the financial accounting, budgeting and procurement programs along with human resources. The Division of Human Resources approved the reclassification from Human Resources

Manager I to Administrative Manager I in August of 2023. The newly classified position is a direct report to the Executive Director. The position will be filled by an employee promoted from within the agency. The employee begins in the new position August 17, 2023. The Executive Director's office will continue to handle the Ombudsman duties and responsibilities.

- Who does Director Cannon report to when acting in each of these roles?

Response:

Director Cannon reports to the Chairman of the Commission.

3. Please provide a detailed description of Director Cannon's job responsibilities as the chief financial officer for the Commission. What percentage of Director Cannon's time is devoted to serving in this role?

Response:

As chief financial officer the Executive Director was responsible for reviewing the status of expenditures and revenues to make financial projections and recommend policy changes to the Commissioners to ensure sustainable revenues were available to meet the expenditure needs of the programs of the Commission. This included funds management, budget preparation, management and reporting, ensuring accounts payable and receivables were properly processed and directed Shared Services to make necessary budget transfers.

The estimated amount of time allocated to this role was 30%.

4. Please provide a detailed description of Director Cannon's job responsibilities as the chief procurement officer for the Commission. What percentage of Director Cannon's time is devoted to serving in this role?

Response:

As chief procurement officer the Executive Director is responsible for approving all purchase requisitions, negotiating terms of agency's lease agreement for office space, ensuring compliance with the State Procurement Code, Minority Business Enterprise Purchasing requirements and verification of receipts of goods and services before payments were made.

The estimated amount of time allocated to this role was 20%.

5. Please provide a detailed description of Director Cannon's job responsibilities as the ombudsman for the Commission. What percentage of Director Cannon's time is devoted to serving in this role?

Response:

Ombudsman's duties include responding to claimant's inquiries about the status of their case; referring pro se claimants to the SC Bar Association if they sought legal

counsel; and assisting state and national legislative offices with constituent matters. The duties will remain with the Executive Director's Office.

The estimated amount of time allocated to this role is 15%.

Social Media

6. Does the Commission maintain a social media presence? If so, what social media strategies does the Commission currently utilize to educate the public about workers' compensation coverage?

Response:

The Commission does not maintain a social media presence, with the exception of the Commission's website (www.wcc.sc.gov). When the Commission issues an Advisory Notice with an administrative or policy update or meeting notice, the website is updated and the Advisory Notice is emailed to the over 7,700 email addresses in the Commission's system. Any interested party or citizen may request to receive the Advisory Notices.

The Commission has an active outreach speaker's program. We take pride in never saying "NO" to an invitation to speak about the agency and the workers' compensation system in the State. During FY2023 agency staff conducted at least 23 presentations to stakeholder groups, citizens public interest groups and educational institutions.

Website

7. How often does the Commission update its website and who is responsible for maintaining and updating the website?

Response:

The Commission's website is updated on an as needed basis. Advisory Notices are posted on the website and emailed to the 7,700 emails in the Commission's system. During FY2023 we posted and emailed 27 Advisory Notices. The Director of Administrative Services will be responsible for this activity.

Taxes

8. The self-insurance tax generates approximately \$5 million dollars each year. Of that amount the General Assembly allows the Commission to retain the greater of 50% or \$2.2 million each year, which the Commission relies on to pay salaries and expenses. Has the Commission ever requested the General Assembly increase the amount of self-insurance tax the Commission may retain each year?

Response:

In 2014 the General Assembly approved Act 95, which amended Section 42-5-190 of the SC Code of Laws. Act 95 authorized the SC Workers' Compensation Commission to retain annually the greater of fifty percent or two million two hundred thousand dollars of maintenance tax revenues and use these funds to pay the salaries and expenses of the commission. The balance of the maintenance tax revenues must be remitted to the State Treasurer for the credit of the general fund of the State. The Commission is required to report annually the amount of Self-Insurance tax funds received during the previous fiscal year to Governor's Office, the Chairman of the House Ways and Means Committee and the Chairman of the Senate Finance Committee. The Commission has not requested an increase in the amount of funds received from the Self-Insurance Tax since that time. However, it is time for the Commission to make such a request because of the potential loss of operating revenues in the Earmarked fund in the future. As we implement upgrades to the IT Legacy System, stakeholders will have access and the ability to download and print case file documents at no charge. This will result in the loss of current revenues. With the upgrade, insurance carriers will be able file required reports electronically decreasing the potential for being fined for not filing the report by the required date. As the outreach program expands, businesses will become educated about the requirements of workers' compensation insurance which could decrease the amount of fine operating revenues.

Written Policies

9. Does the Commission provide employees with written guidance on points of contact for resolution of workplace disputes among employees?

Response:

The Commission has an Administrative Policies and Procedures manual, which contains 41 policies within its 187 pages. Employees are informed to contact their immediate supervisor or department head if there is an issue or dispute between employees. If the issue cannot be resolved, the employee may request a meeting with the Executive Director to resolve the issue.

The Administrative Policies and Procedures manual contains an Anti-Harassment Policy (2.03), which sets forth the procedures if an employee feels that they have been harassed, threatened or otherwise in a dispute.

Demographics

10. Please provide the following office-wide demographic characteristics:

Gender

- Percent male: **23%**
- Percent female: **77%**

Race

- Percent White: **71%**
- Percent African American/Black: **29%**
- Percent Hispanic/Latin; **0**
- Percent Asian: **0**
- Percent Other: **0**

<u>Generation</u>	Total	%
Percent Born 1996- 2000	2	4%
• Percent GenY (Born 1977-1995):	13	25%
• Percent GenX (Born 1965-1976):	19	37%
• Percent Baby Boomer (Born 1946-1964)	18	35%
Total	52	100%

Greenville District 1				
County	Code	Address	Contact	Notes
Greenville	2353	Greenville County Government Admin Building, South Building Terrace Level Conference Room 301 University Ridge Greenville SC 29601	Steward Lawrence slawrence@greenvillecounty.org P: 864 467 7547 C:864 419 3561	NEED TO SEND ROSTER DAY BEFORE - NEED TO KNOW IF COMM. CARRIES CONCEALED WEAPON
Pickens	3901	Clemson City Hall 1250 Tiger Blvd. Suite 1 Council Chambers Clemson, SC 29631	Sarah Wickham 864-653-2085 swickham@cityofclemson.org	
Anderson District 2				
Aiken	0211 (2)	Aiken County Judicial Center, COC Office 109 Park Avenue SE Courtroom 5, Second Floor Aiken, SC 29801	Charla Plouffe Cplouffe@aikencountysc.gov Robert J. Harte 803 642 7856 or 803-642-1539 Rharte@aikencountysc.gov	0212 - Courtroom **Have to be out at 4:30** 0213 - Jury Assembly room 0214 Master In Equity Court Room
Aiken	0291	SC Voc Rehab - AIKEN 855 York Street, NE, Aiken, SC 29801 Conference Room	Keya Perrin kperrin@scvrd.net 803 641-7630	CONFERENCE ROOM - 8:30 TO 5 HOURS - Tables with chairs around and lining walls. ESCORTS TO CONF ROOM FROM FRONT LOBBY
Aiken	0240	N. Augusta Public Safety Buidling Courts and Records Office 454 East Buena Vista Avenue, Courtroom North Augusta, SC 29841	Cindy Luckey 803-441-4273 cluckey@northaugusta.net	**Only available Thursday** Also, must provide enough time between hearings as they do not have a large waiting area. Back-up Ginger Perry - 441-4279
Edgefield	1920	Edgefield County Courthouse Main Court Room, 3rd floor 129 Courthouse Square, Edgefield, SC 29824	Charles Reel, Clerk of Court 803 637 4080 creel@edgefieldcounty.sc.gov	
Anderson	0451	1428 Pearman Dairy Road Building 1428 Pearman Dairy Road Anderson, SC 29625	Reena Thomason cthomason@andersoncountysc.org Holt Hopkins, hhopkins@andersoncountysc.org (O) 260-1060 (C) 934-6916 Tina Kelly, trkelly@andersoncountysc.org (O) 260-1064 Brittany Burdette, bnburdette@andersoncountysc.org (O) 260-4193	Executive Boardroom most used at this location. There is a Conf. Room A & B -- directions are that all parties will go in through Security and be directed to the appropriate available room 0452 Conference Room A 0453 Conference Room B. SECURITY 864 964 6760
Anderson	0461	Ronald Townsend Govt. Building 2404 North Main Street Courtroom 7, Room 219 Anderson, SC 29621	NO WEDNESDAYS Tracie Hall 864-260-4065 thall@andersoncountysc.org	
Laurens	3020	Laurens County Judicial Complex DJJ Conference Room 12 100 Hillcrest Square, Hwy 76 By Pass Laurens, SC 29360	Angela C. Ludwig AngelaCLudwig@djj.sc.gov 864 984 2581	When you come in the building, either ask for DJJ, or come to the first window you see on the left and someone will take you to and let you in the conference room
Laurens	3030, 3040	Laurens County Judicial Complex 100 Hillcrest Square, Hwy 76 By Pass Laurens, SC 29360	MichelleSimmons@co.laurens.s.us K. Michelle Simmons, Clerk of Court 864 984 3538 Betty Walsh (part time worker) 864-984-5214 bwalsh@co.laurens.sc.us	3030 - Family Court Room 3040 - Suite M- Circuit Main Court Room 3060 - Suite L9 - Magistrate Courtroom
Laurens	3050	Public Safety Building 404 North Broad St. Courtroom Clinton, SC 29325	slewis@cityofclintonsc.com 864-200-4518 Amanda Addison 864 833 7505 *available 9:30 to 3:30 - room usage if it is available aaddison@cityofclintonsc.com	Dianne Wyatt 864-833-7505 back up for site available 9:30-3:30

Laurens	3070	City of Clinton Municipal Court Council Chambers 211 N. Broad Street, Suite A Clinton, SC 29325	Ashley Rochester 864-200-4505 direct arochester@cityofclintonsc.com	3071 - Conference Room
Newberry	3640	Newberry County Courthouse Circuit Court Courtroom 1226 College Street Newberry, SC 29108	Beth Folk 803-321-2110 bfolk@newberrycounty.net	PER CONTACT THIS IS A BACK UP LOCATION ONLY
Newberry	3690	Community Hall Visitors Center 1209 Caldwell Street Conference Room Newberry, SC 29108	PLEASE LET CONTACT KNOW THE TIMES Liz McDonald 803-276-4274 liz@newberrycounty.org	PLEASE LET LIZ OR CONTACT KNOW THE TIMES
Oconee	3710	Westminster City Hall 100 E. Windsor Street Westminster, SC 29693 Conference Rm.	Jennifer Adams jadams@westminstersc.org 864-647-3202	
Oconee	3740	Municipal Court 225 East North First Street, Seneca, SC 29679		
Greenwood	2412	Town of Ware Shoals City Hall 8 Mill St. Council Chambers Ware Shoals, SC 29692	Heather Fields 864-456-7478 hfields@wareshoals.org	
Greenwood	2414	Ninety Six Police Department 100 North Church Street Court Room Ninety Six, SC 29666	DO NOT USE AS PRIMARY: Chief Chris Porter cporter@ninety-sixsc.gov 1 864 993 4800 cell	
Saluda	4101	Saluda County Courthouse 100 East Church Street Courtroom, 2nd Floor Saluda, SC 29138	Sheri Coleman 864-445-4500 ext. 2215 S.coleman@saludacounty.sc.gov	

Orangeburg District 3

Beaufort	0760	City of Beaufort Municipal Court 1901 Boundary St. Beaufort, SC 29902	843-525-7084 Shontell D. Johnson/Deputy Clerk/843- 525-7046 sjohnson@cityofbeaufort.org Linda Roper can assist there too but asked Shontell to take it mostly	*only Tuesdays & Wednesdays
Bamberg	0541	Annex Bldg (behind the Court House) 1234 North Street Bamberg SC 29003	James B Hiers, Clerk of Court hiersjb@bambergcounty.sc.gov dwightjh@bambergcounty.sc.gov - Joyce is the backup 803 245 3025	0541 County Council Chambers
Calhoun	0930	Community Development Center 101 Courthouse Drive St. Matthews, SC Bldg is across from Courthouse Annex. Training/Meeting room located in Classroom 1.	Carolyn Jackson cjacksonccreation@gmail.com 2nd option Tyrone Dantzler Community Development Director 803 874 0101 TDantzler@calhouncounty.sc.gov	
Kershaw	2860	Kershaw County Government Center 515 Walnut Street, Camden SC 29020 Bldg is across from Courthouse Annex. Training/Meeting room located in Classroom 1.	Merri Seigler merri.seigler@kershaw.sc.gov and/or Danny Templar danny.templar@kershaw.sc.gov 803 425 1500	There will be a Deputy Sheriff at the entrance to assist you and face masks will be required, as well as, temperature checks. Parking is available in front of the building. First come first serve.
Kershaw	2813 or 2830 or 2840	Kershaw County Court House 1121 Broad St. Camden, SC 29020	ASK FOR WHICH ROOM Cheryl Truesdale 803-425-7223 Ext. 5366 cheryl.truesdale@kershaw.sc.gov	2813 Gold Court Room 2830 - Petit Jury Rm, 3rd Floor 2840 - Grand Jury Room
Sumter	4300 (3)	Sumter County Courthouse 141 N. Main St. Conference Room 211 Sumter, SC 29150	DO NOT SEND MONTHLY CONFIRMATION Denise McLeod 803-436-2102 dmcleod@sumtercountysc.org also Ronald Ludd at 803 968 1725 if need help	4350 - Conf. Rm. 209 4394 - High Rise Bldg - Magistrate Court Room

Beaufort	0750	Town of Port Royal 700 Paris Avenue Council Chambers Port Royal, SC 29935	Cynthia Smalls csmalls@portroyal.org ONLY CONTACT BELOW IF NO RESPONSE FROM MS. SMALLS Brook Plank-Buccola (back up) along with Captain Griffith but have to call for him 843-986-2211 bplank-buccola@portroyal.org	
Beaufort	2511	Hampton County Courthouse 1 Court House Square, Elm Street, Hampton, SC 29924	Phyllis Mayner, Deputy Clerk ppmayner@hamptoncountysc.org 803 914 2252	2511 - Court Room
Hampton	2510	Hampton Town Hall 608 First Street West Council Chambers Hampton, SC 29924	Shannon H. Altman Shaltman@hamptonsc.gov 803 943 2951	
Orangeburg	3810 (2)	County Court House 151 Docket Street Grand Jury Room, 3rd Floor, Room 302 Orangeburg, SC 29115	Winnifa Clark Wclark@orangeburgcounty.org, Yojuana Williams Yadgerson@orangeburgcounty.org, Sandra Owen sowen@orangeburgcounty.org Barbara Beach Bbeach@orangeburgcounty.org 803-533-6245 bbeach@orangeburgcounty.org ASK FOR WHICH ROOM!	3830 Court Room (no room number - sign to direct) 3820 - Court Rm. 304 3850 Court Room 305
Beaufort	0791	Yemassee Town Hall 101 Town Circle Yemassee, SC 29945	NO TUESDAYS Matt Garnes 843-589-2565 mattgarnes@townofyemassee.org	
Colleton	1501	Walterboro Voc Rehab Conference Room 919 Thunderbolt Dr. Walterboro, SC 29488	Joyce Pringle jpringle@scvrd.net 843- 538-3116 akitler@scvrd.state.sc.us	No Tuesdays •All visitors are required to wear mask at our location •We ask that you provide hand sanitizer in our lobby area and that persons apply prior to entering our office areas. •We also ask that you provide sanitary wipes for parties to wipe down there area before leaving. (The conference room will be wiped down prior to your arrival) •Our conference room is limited to no more than 8 persons at one time. •We do NOT have public restrooms available •We do not have any additional office space for individual meetings prior to the hearing
Colleton	1510	Colleton County Courthouse 101 Hampton Street, Family Court Room Walterboro, SC 29488	Cinty Nettles cnettles@colletoncounty.org Becky Hill rhill@colletoncounty.org 843 549 5791 EXT 1101	<u>ROSTER DUE DAY BEFORE</u> 1511 -Upstairs Jury Room
Colleton	1530	Colleton County Recreation Department 280 Recreation Lane Walterboro, SC 29488	Robert Howard rhoward@colletoncounty.org 843 538 3031 for back-up cmyers@colletoncounty.org	Available outside of Summer Camps -TWO ROOMS - MEETING ROOM AND ACTIVITY ROOM - WE GET BOTH - ONE FOR HRG - ONE FOR WAITING BOTH LISTED UNDER ONE LOCATION NUMBER

Charleston District 4

Berkeley	0800 (2)	Berkeley Cty Admin. Building 1003 Hwy 52 0800 Assembly Rm and 0820 Conf Rm. 100 Moncks Corner, SC 29461	PLEASE NOTIFY AS SOON AS POSSIBLE FOR CANCELS Amanda Turner amanda.turner@berkeleycountysc.gov T: 843 719 4093 M 843 934 2263 Shelley Forest 843 719-4091 843-723-3800 shelley.forest@berkeleycountysc.gov	Mondays/Tuesdays need to be out by 4:00. County Council Meetings 2nd and 4th Monday of month. County Planning on 3rd and 4th Tuesdays. All other meetings first come first serve. Must be out by 5 0805 - Conference Room 125 0800 Assembly Room 0820 Conference Room 100
Berkeley	0840 (2)	Berkeley Summary Court (Goose Creek Magistrate Office) 303 B. North Goose Creek Blvd. Courtroom 2 Goose Creek, SC 29445	HAVE TO BE OUT BY 5 PER SITE Courtney Sanchez Courtney.Sanchez@berkeleycountysc.gov 843-471-2453 Valita Goodman valita.goodman@berkeleycountysc.gov back up	0830 - Courtroom 3 is used only if not occupied and CRT room 2 booked
Charleston	1024/1023	Town of Mount Pleasant Municipal Complex 100 Ann Edwards Lane Mount Pleasant, SC 29464 1023 - Conf. Room 3A 1024 - Conference Room 3C	Christine Barrett Clerk of Council 843 856 7846 Cbarrett@tompsc.com	Room is on the third floor. No security in the new building - everyone needs to pass belongings through an x-ray machine, and step through the metal detector. NOTE - if anyone comes in with something they are not permitted to carry (pocket knife, box cutter, etc.) security cannot hold them. They will need to put the items in their car. 3rd floor- Must go through security ALSO PLEASE stay in area designated for this Conf. Room. Chairs provided.
Dorchester	1840 (4)	Dorchester County Courthouse Jury Assembly Room (turn off microphone) St. George, SC 29477	Theresa Hiers 843-563-0160 thiers@dorchestercounty.net	1820 - Court Rm. C 2nd floor 1810 Court Rm B 2nd floor 1870 Conference Room
Dorchester	1892	Doty Park Depot, Meeting Room 320 N Laurel Street Summerville, SC 29483	Christina Dandridge 843-851-5211 CDandridge@summervillesc.gov	*only Informal conferences for this site. Must put chairs/tables up at the end of the day. Hrs are 8 to 5
Dorchester	1893	Dorchester County QuickJobs- Training Center 5164 E. Jim Bilton Blvd. St. George, SC 29477	Barbara Parler 843-574-2591 barbara.parler@tridenttech.edu	Rose Manigault rose.manigault@tridenttech.edu 843-323-3500
Charleston	1030	BCD Council of Governments 1362 McMillan Ave. Second Floor, Suite 100 North Charleston, SC 29405	Kim Coleman 843-529-0400 ext. 201 kimc@bcdcog.com	
Charleston	1031	Sullivan's Island Town Hall 2056 Middle Street Sullivan's Island Council Chambers 1st Floor Sullivan's island	Andy Benke 843-883-5726 -Office 843-568-8740 - Cell abenke@sullivansisland-sc.com	EMAIL TO CONFIRM USE AS THEY HAVE DONE SOME RENOVATIONS
Charleston	1032	SC Vocation Rehab Seminar Room 4360 Dorchester Rd. N. Charleston, SC 29405	Yvonne B. Brown Ybrown@scvrd.net 843-740-1600 AWAITING APPROVAL FOR USE	

Florence District 5

Darlington	1610 (3)	Florence-Darlington Tech 225 Swift Creek Road Hartsville Campus - Room 112 Hartsville, SC 29550	Casey Copeland 843-383-4500 casey.copeland@fdtc.edu	1630 - Library - Rm. 120 Not available for long days during school semesters/most rooms booked while school in session Close at 11:30 on Fridays Room 112 and 120 sporadically available dep on dates *Closes at 2:30 on Fridays* Room 109 no longer available
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Darlington	<u>1652</u>	Coach TB Thomas Sports Center Conference Room 701 W. Washington Street Hartsville, SC 29550	Chuck Mullen 843-339-2878 charles.mullen@hartsvillesc.gov	no waiting area/can wait outside/Informal Conference Use
Darlington	<u>1653</u>	Hartsville City Hall Council Chambers 100 E. Carolina Avenue Hartsville, SC 29550	NOT AVAILABLE TUESDAYS Sherron Skipper 843-383-3018 city.clerk@hartsvillesc.gov	The door adjacent to the Chambers remains locked (COVID 19 restriction) until someone comes in the next door down on the sidewalk toward the intersection (always open) which enters the lobby area. Once the employees in that area are notified that someone is here for the commission meeting, then we unlock the door adjacent to the Chambers and lock an internal door to prevent the public from gaining access to the lobby area. Again, this is a COVID 19 protection for our employees Public Parking Lot located on 5th Street between First Citizens Bank and Centennial Park.
Florence	<u>2140 (2)</u>	County Public Service Building 2685 S. Irby St. Conference Room B (Kitchen B) Florence, SC 29506	Kenneth Carter 843-617-0584 Kcarter@florenceco.org	2160- Conf Rm./Kitchen A **Informal Conference ONLY** Fax confirmation letter 843-665-3012
Florence	<u>2191</u>	Pee Dee COG 2314 Pisgah Road Florence, SC 29502	Alicia Pippin 843-669-3138 apippin@peedeecog.org	Site does not open until 9:00 am
Georgetown	<u>2280</u>	Magistrate's Office 110 N. Morgan Ave., Courtroom Andrews, SC 29510	Mariette Wineglass 843-545-3631 mwineglass@gtcounty.org	
Horry	<u>2630</u>	New Horry County Court House 1301 Second Ave. Conway, SC 29526	IF Conflict arise when on site, ask for Chris Thompson per Darlene Hill 843-915-6738 hilld@horrycounty.org	2610 - Court room 2-F 2611 - Courtroom 3-A 2612 - Courtroom 3-E 2620 - Courtroom 2-E 2630 - Courtroom 2-B 2694 - Courtroom 3-D 2601 - Courtroom 3-B 2614 - Courtroom 2-C
Horry	<u>2615</u>	Conway City Hall 229 Main Street Council Chambers Conway, SC 29526	Tasha Sherman 843-248-1760 nsherman@cityofconway.com	Only use for Informal Conferences . Can only reserve 30 days in advance *No Wednesdays*
Horry	<u>2617</u>	Conway Chamber of Commerce 203 Main Street Conference Room Conway, SC 29526	Harley Seprish 843-248-2273 hseprish@conwayschamber.com	Upstairs - no elevator Hours 9:00-4:30
Horry	<u>2650</u>	South Strand Government Complex 9630 Scipio Lane Conference Room B-130 Myrtle Beach, SC 29588	Susan Brennan 843-915-5291 brennans@horrycounty.org	
Florence	<u>2123 2192</u>	Florence County Complex 180 N Irby Street Florence, SC 29501	2123 Conference Room 604, Council Chambers 6th floor 2192 Court Room 5th Floor 2193 Court Room 9th Floor Room 905 2194 10th floor Court Room #1007 Michelle Cook 843 679 0589 MCook@florenceco.org	2190 - Rm. 803/Council Chambers - 8th Floor *If the need arises, Council can, with a 24 hour notice, call a meeting and the rooms would no longer be available* Remind them to set up tables that day wait in one of the two available conference rooms nearest Court Room

Georgetown	<u>2200 (2)</u>	Georgetown County Courthouse 129 Screven St. County Council Conf. Room 2nd Floor Georgetown, SC 29440	Alma White 843-545-3058 awhite@gtcounty.org	<u>2220 - County Council Chambers</u>
Georgetown	<u>2240</u>	Georgetown County Judicial Center 401 Cleland Street Courtroom 3-C, 3rd Floor Georgetown, SC 29440	Alma White awhite@gtcounty.org BAILIFF HAS TO KNOW TIME COMING AND LEAVING WHEN THERE FOR LOCK UP OF ROOMS 843 545 3058 MUST BE OUT BY 4:30 SO THEY CAN LOCK UP	<u>2250 Court Room 3-B</u> Whoever attends, needs to let someone in the facility know when they are done for the day so the room can be secured. <u>2260 Court Room 2-B</u>
Georgetown	<u>2290</u>	Andrews Town Hall Courtroom 14 W. Main St. Andrews, SC 29510	Chaconas Parsons 843-264-8666 cparson@townofandrews.sc.gov	
Florence	<u>2132</u> <u>2133</u> <u>2134</u>	SC Voc Rehab 1947 West Darlington St. Florence, SC 29501	NO PUBLIC BATHROOM USE OF PUBLIC AT THIS TIME/NO CASES WITH SECURITY Pamela Company Pcompany@SCVRD.STATE.SC.US 843 662 8114	<u>2132 LARGE and SMALL;</u> <u>2133</u> LARGE CONF ROOM ONLY; <u>2134</u> SMALL CONF ROOM ONLY
Florence	<u>2110</u>	Florence County Library 509 S. Dargan Street Stukes Meeting Room, 1st Floor Florence, SC 29506	Amy Fouse 843-413-7082 afouse@florencelibrary.org	
Darlington	<u>1600</u>	Darlington County Court House #1 Public Square Darlington, SC 29532 Grand Jury Room 5th Floor	Jennifer E. Glanz Chief Deputy Clerk of Court 843 398 4339 jglanz@darlcosc.net	
Florence	<u>2135</u>	Francis Marion University 290 Alumni Drive Smith University Center Room 218 Florence, SC 29506	Lynn Timmons 843-661-1110 jtimmons@fmarion.edu	Must reserve Rm 218 along with Rm. 207 for a waiting area. Park in parking lot C
Marion	<u>3400</u>	Marion County Clerk of Court office 100 West Court Street Marion, SC 29571 CONFERENCE ROOM	Brandy Lewis blewis@marionsc.org back-up Christy Gray 843-423-8240 ext. *314 cgray@marionsc.org	
Spartanburg District 6				
Lancaster	<u>2922</u>	Lancaster County Water and Sewer District 1400 Pageland Hwy. Multi-purpose room Lancaster, SC 29720	USE IN EMERGENCY ONLY! Cayce Price cprice@lcwasd.org 803-416-5254 English Henderson ehenderson@lcwasd.org backup	If room will not be used the entire day please notify Avis.
Spartanburg	<u>4220 (2)</u>	County Administration Building 366 N. Church St. Workers' Compensation Hearing Room Spartanburg, SC 29303	Kathy McDowell klmcdowell@spartanburgcounty.org Angela Walker agwalker@spartanburgcounty.org Administration Office 864-596-2526	<u>4230 - Conference Rm. 1</u>
York	<u>4691</u>	Catawba/Ebenezer Magistrate Court 1070 Heckle Blvd SUITE 2100 Rock Hill, SC 29732	Stephanie.Wood@yorkcountygov.com Judge Stephanie Wood Jillian.Berrios@yorkcountygov.com ONLY for Mondays - ONLY IF EMERGENCY SEE IF OTHER DAYS AVAILABLE - COURT ROOM B	PARK IN FRONT/COME IN THRU SECURITY/NO FOOD/DRINK except for Commissioner/Court Reporter and that can be kept in Jury Room attached to Courtroom. NO WEAPONS. Masks are required until CJ Order lifted. No exceptions.
York	<u>4711</u>	York County Family Court 1555 West Main Street Rock Hill SC 29732	Lori Chenoweth 803-909-7176 Lori.Chenoweth@yorkcountygov.com and Megan Dover megan.dover@yorkcountygov.com	Public access from West Main or Heckle Blvd. *Bailiff goes to lunch between 12-130. Need to let bailiff know if going to be there during his lunch

York	4681	Rock Hill Voc. Rehab. Office Conf. Rm 1020 Heckle Blvd. Rock Hill SC 29732	Gail Smith gsmith1@scvrd.net or DeCole Gallman Dgallman@scvrd.net office number 803 327 7106	Upon arrival ask for Gail Smith We must be out by 5:00
York	4690	Linda Norris Linda.Norris@yorkcountygov.com 803 684 8511 York County Heckle Complex 1070 Heckle Blvd., SUITE 1200 Rock Hill, SC 29732	4690 LARGE CONFERENCE ROOM #1204 4694 SMALL CONFERENCE ROOM	8 AM TO 5 PM LIMITED USE AVAILABILITY (THEY DON'T WANT US TO USE MONTHLY) CONTACT COUNTY MANAGER'S OFFICE AT 803 684 8511 IF DONE EARLIER THAN SCHEDULED TURN INTO COMPLEX, TURN LEFT TO 1ST BLDG, PARK ON RIGHT. NO SECURITY. ROOM LEFT IN ORDER AS FOUND. FOYER W FEW CHAIRS FOR WAITING ROOM/BATHROOMS/VENDING MACHINES. HAS WIFI - ASK FOR PASSWORD
York	4680	City Hall 155 Johnston Street COUNCIL CHAMBERS Rock Hill, SC 29731	CANNOT USE DURING COVID	
Lancaster	2921	Town of Kershaw Town Hall 113 S. Hampton St. Council Chambers Kershaw, SC 29067	Lynda Watson lynda.watson@townofkershawsc.gov Ryan Mclemore ryan.mcmore@townofkershawsc.gov 803 475 6065 or 803 577 4405	Closes at 1 on Wednesdays
Lancaster	2923	Lancaster County Courthouse Courtroom B 104 N. Main St. Lancaster, SC 29721	Angie Rutledge 803-285-6961 arutledge@lancastercountysc.net	2924 - Courtroom C *No food/drink allowed in building* *Only attorneys/court reporters are allowed to have pocketbooks or cell phones*
Richland District 7				
Lexington	3220 (8)	County Judicial Center 205 E. Main Street Courtroom 2-B Lexington, SC 29072	Joyce S. Munsch 803-785-2216 jmunsch@lex-co.com	3240 - Family Courtroom 3250 - Courtroom 3-B 3260 - Courtroom 3-A 3270 - Courtroom 3-C 3290 - Courtroom 2-D 3291 - Conf. Rm. 3rd Floor 3292 - Courtroom 2-C 3295 - Delegation Conference Room, 2nd floor
Richland	4090 (3)	South Carolina Workers' Compensation Comm 1333 Main Street, Suite 500 Hearing Room A Columbia, SC 29202		4012 - Hearing Room B 4017 - Saluda Conference Room
Lexington	3294	Town of Lexington 111 Maiden Lane Courtroom - 1st floor Lexington, SC 29072	Kcuthbertson@lexsc.com 2nd option Walker Brewer 803-358-7275 wbrewer@lexsc.com	<u>2 - 3 times a month on Thursday Town Court is held 3293 - Boardroom C informal conference site</u>
Richland	4018(4)	SCDC Head Quarters 4444 Broad River Rd. Room 216	Tracie Baxley baxley.tracie@doc.sc.gov Peggy Yobs 803-896-1235 yobs.peggy@doc.sc.gov	Make sure they have all the names/hearing notices and prisoner location so they can be transported. 4019 - Room 217 4021 - Room 218 4022 -Café Conference Room 4024 Directors Conference Room
Richland	4023	Correctional Institution 4460 Broad River Road Columbia, SC 29210	Russell Rush Div. Dir.Occupational Safety & Workers' Compensation SCDC 830-896--1628 office 803-622- 5458 cell 803-896-5371 fax	

MEMORANDUM OF AGREEMENT

BETWEEN THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

AND THE SOUTH CAROLINA WORKER'S COMPENSATION COMMISSION

This Memorandum of Agreement ("Agreement") is entered between the South Carolina Department of Administration (ADMIN) and the South Carolina Worker's Compensation Commission (COMMISSION). The purpose of the Agreement is to express the intentions of the ADMIN and the COMMISSION (collectively the "parties") related to the provision of administrative support and services to the COMMISSION. As expressed more fully below, this Agreement covers the provision of administrative support and services to be provided to the COMMISSION by the ADMIN and will require the COMMISSION to provide monetary consideration to the ADMIN for the provision of the administrative support and services.

The parties' acknowledgements, duties and considerations pursuant to this Agreement are as follows:

WHEREAS, the COMMISSION seeks the assistance of ADMIN to support its administrative functions; and,

WHEREAS, the ADMIN has the offices, departments, components etc. which provide administrative support and services; and

WHEREAS, the ADMIN is willing and able to provide necessary administrative support and services to the COMMISSION and the COMMISSION is willing and able to compensate the ADMIN for the costs of providing such support and services.

THEREFORE, the parties agree as follows:

1. (A) In return for the consideration described in paragraph 2 (B) below, the ADMIN will provide the following administrative support and services:
 - i. Procurement services in the form of purchasing solicitations, purchase order and asset shell creation, and purchase order sourcing, procurement reporting as required; and,
 - ii. Finance and accounting services in the form of general accounting, accounts receivable, accounts payable and deposit processing, preparation of monthly financial reports and financial reports in preparation of the annual operating budget, completion of year-end reporting packages as needed; and,
 - iii. Other administrative support and services as needed.
- (B) The COMMISSION understands and agrees that, while the ADMIN will provide support, services and advice, the ultimate responsibility for administrative decisions rests with the appropriate staff of the COMMISSION.

2. (A) To facilitate the provision of the support and services described in paragraph 1. (A) above, the COMMISSION agrees to grant to the ADMIN's internal administrative departments and other identified staff of the ADMIN access to appropriate systems and documentation and business area R080 (S.C. Worker's Compensation Commission) within SCEIS for the purposes of providing administrative support and services.
- (B) As consideration for the administrative support and services provided to it by the ADMIN described in paragraph 1 (A) above, the COMMISSION will pay to the ADMIN an amount agreed to by both parties. The amount and payment terms will be addressed in a separate billing document agreed to by both parties annually. The consideration will cover costs to the ADMIN of personnel and any other resources devoted to the support and services described herein.
3. This Agreement becomes effective on July 1, 2019, or the date upon which the last of the parties executes it, whichever is later.
4. Except as provided for in Paragraph 5 below, this Agreement shall terminate only with the mutual written consent of the parties.
5. This Agreement may be terminated, with an advance 30-day notice, if either party is unable to fulfill its obligations hereunder based on a lack of appropriations, a change in the level of available personnel as the result of a reduction in force, a furlough, a voluntary separation offering, etc.
6. This document represents the entire Agreement of the parties and the terms, conditions, considerations set out in this document may not be altered or amended except upon the written consent of all parties.

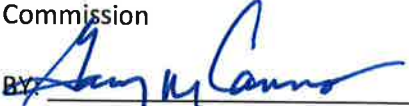
This Memorandum of Agreement is entered this 23rd day of September 2019.

S.C. Department of Administration

BY: 
Marcia S. Adams

ITS: Executive Director

South Carolina Worker's Compensation
Commission

BY: 
Gary M. Cannon

ITS: Executive Director